

# Standard Form 182

## Authorization, Agreement, and Certification of Training

**Use:** The SF 182, Authorization, Agreement, and Certification of Training, is a mechanism used to authorize, obligate funding, and pay for federal employee training expenses.

**Please note the following instructions:**

1. These instructions were developed for specific agencies of the USDA, currently APHIS and GIPSA. If you work for an agency other than APHIS or GIPSA, please check with your agency for their requirements.
2. APHIS Accounts Payable currently does not accept digital signatures in the attached Adobe (PDF) form. If you wish to use digital signatures, please complete an SF 182 request in AgLearn. AgLearn is a USDA secure site and APHIS Accounts Payable does accept digital signatures from USDA secure sites.
3. The fields with comments are the required fields for Accounts Payable to obligate funding and pay the training vendor. *Failure to provide required information may result in obligation and payment delays, and possibly returned forms. Your office or the training vendor may require additional information.*
4. You are only required to submit this form to the below contacts if you are requesting Accounts Payable to obligate and make the payment. If you are paying by credit card, or some other means of payment other than Accounts Payable, please do not submit this form to APHIS Accounts Payable.
5. You may submit an SF 182 in one of the following ways: mail, fax, or email. Please distinguish between federal and non-federal training vendors, as this determines whether it must be processed via IPAC (table below). Please be mindful not to submit an SF 182 twice, or your accounting code may be obligated and/or paid twice.

Non-Federal Training Vendors (non-IPAC)	Federal Training Vendors (IPAC)
<b>Mail:</b> USDA, APHIS, FMD Financial Operations Services Team (FOST) 100 N. 6 <sup>th</sup> Street Butler Square, Suite 510C Minneapolis, MN 55403-1505	<b>Mail:</b> USDA, APHIS, FMD International Operations & Accounting Team (IOAT) 100 N. 6 <sup>th</sup> Street Butler Square, Suite 510C Minneapolis, MN 55403-1505
<b>Fax:</b> APHIS Attn: Vinh Tran GIPSA Attn: Soeurette Dunn Subject: SF 182 Fax: 612-336-3561	<b>Fax:</b> APHIS Attn: KariMae Seals GIPSA Attn: Jennifer Tizcareño Subject: SF 182 Fax: 612-336-3547
<b>Email:</b> APHIS: <a href="mailto:vinh.h.tran@aphis.usda.gov">vinh.h.tran@aphis.usda.gov</a> GIPSA: <a href="mailto:soeurette.dunn@aphis.usda.gov">soeurette.dunn@aphis.usda.gov</a>	<b>Email:</b> APHIS: <a href="mailto:karimae.seals@aphis.usda.gov">karimae.seals@aphis.usda.gov</a> GIPSA: <a href="mailto:jennifer.l.tizcareno@aphis.usda.gov">jennifer.l.tizcareno@aphis.usda.gov</a>

**Contact Us:** If you are part of United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) or Grain Inspection Packers and Stockyards Administration (GIPSA), direct questions to:

APHIS Non-Federal Vendors, Vinh Tran: 612-336-3428  
GIPSA Non-Federal Vendors, Soeurette Dunn: 612-336-3274  
APHIS Federal Vendors, KariMae Seals: 612-336-3423  
GIPSA Federal Vendors, Jennifer Tizcareño: 612-336-3272  
SF 182 Lead, Lora Swanson: 612-336-3392